



## OFFICE OF SPECIAL EVENTS

200 South Lamar, Austin, Texas 78704

(512)974-6797 (512) 974-6756 Fax

reservations@austintexas.gov

<http://www.austintexas.gov/department/parks-special-events>

### Regulations Applicable to All Tents

- **Tents must be secured by using sand bags or water barrels. Stakes are NOT allowed.** Staking or tying using existing hardscape or flower beds, trees or **non-turf** plantings is **strictly prohibited**. Users are responsible for any damages occurring due to tenting installations. **Use of propane is NOT allowed under ANY walled tents.**
- **Rental and/or Commercial Tent Use:** You must contact the site manager to conduct a site visit, review your site location and receive approval in advance of your event date.
- **Grounds Access:** Vehicle access to park grounds is restricted and allowable by GRASS permit only. If you do not have a grass permit, the load in must be conducted from park roads or approved hardscape areas.
- **Propane.**
  - **Propane may NOT be used under tents without variance approval by the Austin Fire Department.**
    - Propane may not be used under the same tent used to serve food to the public, separate cooking/serving areas may be expected.
    - Propane approved for cooking under tents should be at least 10' from any adjacent serving areas/tents.
  - In general also, **single canisters only may be used 1 per tent per vendor.** Multiple propane canisters may not be stored in a single location.

### FIRE INSPECTION GUIDELINES

- a. **Scheduling inspections/review** (where propane use is involved, or for TENTS that EXCEED the sizes on page 2)
- b. No later than 4 weeks prior to the first event date, report to AFD Fire Prevention offices and pre-pay for the event inspection. If the event infrastructure is not COMPLETELY installed by the scheduled inspection date/time, additional and/or higher fees may apply.
- c. After paying, call fire prevention at **974-0160** to schedule a fire inspection/visit no later than the night before the first event date.
- d. **NOTE:** If the event infrastructure is NOT completely installed at the time of the visits, additional after hours fees may apply.

#### B. Fire Extinguishers

- a. **Type ABC fire extinguishers** should be at all concession stands where cooking/preparation of food is conducted.
- b. In addition, **Type K fire extinguishers** should be present at all food preparation locations which include frying.



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### Canopy Tent(s) - open on all sides

- Tents, open on all sides, **less than 700 square feet** (up to approximately 27'x27') may be installed without additional Fire Department Regulation and Inspection
  - **Site Plan Required:** You are required to submit a site plan showing the location of the tent on the property you are renting to the Office of Special Events as part of your event plan requirements
- Tents, open on all sides, **greater than 700 square feet** will require Fire Department inspection and approval.
  - **Contact:** Fire Department, Emergency Prevention Division (974-0160)
    - Submit a **certificate of flame resistance**
  - **Site Plan Required:** Prepare a site plan or scale drawing due at the time of application showing the location of all objects within the tent canopy, in addition to the tent's location in respect to the overall site plan for the rented property.

### Tent(s) with Walls or Sides

- Tents **less than 400 square feet** (approximately 20'x 20') may be installed without additional Fire Department Regulation and Inspection.
  - **Site Plan Required:** You are required to submit a site plan showing the location of the tent on the property you are renting to the Office of Special Events as part of your event plan requirements
  - **2 SEPARATE entry/exit points are required**
- Tents **greater than 400 square feet** with walls or sides will require Fire Department inspection and approval.
  - **Contact:** Fire Department, Emergency Prevention Division (974-0160)
    - Submit a **certificate of flame resistance**
  - **Site Plan Required:** Prepare a site plan or scale drawing due at the time of application showing the location of all objects within the tent canopy, in addition to the tent's location in respect to the overall site plan for the rented property.
  - **2 SEPARATE entry/exit points are required**

**Fire Department inspection and approval required for all tents and canopies over 100 square feet if the tent is within 20 feet of a structure. Tent sizes include multiple tents with aggregate areas.**

**Parks and Recreation Regulations:** All tent(s) are **subject to additional requirements** by the Site Manager, including PRE-ARRANGED tent set up and take down to minimize impact to other park activities, and infrastructure.